

# STATE OF SOUTH CAROLINA

## Project Coordinator

### General Nature of Work:

Under general supervision, assists project managers or a project management office with administrative project activities. Manages or serves as a project team member on projects with limited scope and minimal complexity and risk.

### Guidelines for Class Use/Distinguishing Characteristics:

This is an entry-level class for positions that typically perform administrative project management activities and provide logistical support for projects. Incumbents in this class may also use basic project management techniques to manage less complicated projects of limited scope, risk, duration, budget, or complexity under the direction of a higher-level project manager.

### Examples of Work:

(Note: The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

Updates project plans, schedules and reports; monitors and reports project spending; distributes plans, schedules and reports to project team members and other stakeholders.

Tracks, updates and maintains project requirements, documentation, issues, funding, risks and supports all other project deliverables under the direction of the project manager.

Assists with facilitating meetings and organizing meeting logistics such as: scheduling meetings, reserving meeting rooms and other resources, preparing meeting minutes, and other communications as required.

Communicates to project team members and stakeholders scheduling information and changes, as needed.

Assists in the needs analysis, preparation of business case, or other required documentation during pre-planning stage.

Manages and coordinates all tasks associated with one or more small projects with minimal complexity and risk or a component of a larger project of minimal to moderate complexity and risk.

### Knowledge, Skills and Abilities:

(Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.)

General knowledge of project management principles and methodologies.

Familiarity with project management software, project management principles and methodologies.

Knowledge of applicable project management terminology.

Ability to effectively plan and organize work activities and prioritize task completion according to schedules and goals.

Ability to exercise judgment and discretion.

Ability to establish and maintain effective working relationships.

Ability to interpret and apply laws, regulations, policies and procedures.

Ability to communicate effectively.

### Necessary Special Requirement:

### Minimum Requirements:

(Note: Additional requirements may be applicable for individual positions in the employing agency.)

High school diploma and relevant experience.